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**TO: Economic Support Supervisors  
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W-2 Agencies**

**FROM: Amy Mendel-Clemens  
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**BHCE/BWP OPERATIONS MEMO**

**No.: 03-35 Corrected**

**Date: 05/23/2003**

**Non W-2 ☒ W-2 ☐ CC ☐**

**PRIORITY: HIGH**

**SUBJECT: NEW ALERTS FOR FOOD STAMP CASES**

**CROSS REFERENCE:** FSH Appendices 12.02.50 and 12.03.19

**EFFECTIVE DATE:** MAY 26, 2003

**PURPOSE**

This memo outlines the creation of two new alerts for food stamp (FS) cases.

1. Alert 347 will identify food stamp recipients who are licensed or certified child care providers.
2. Alert 348 will identify individuals included in a food stamp case who are receiving a W-2 payment on another case (companion cases).

This memo also describes an enhancement to CARES where FS eligibility will automatically be processed and confirmed at adverse action when eligibility has been run and W-2 has been confirmed but FS has not.

**BACKGROUND**

In an effort to provide food stamp workers with accurate information and to increase payment accuracy, eligibility workers and Quality Control staff have requested that certain situations known to CARES be identified through the addition of these two new alerts. Approximately 4% of the food stamp errors identified in federal fiscal year 2002 were the result of incorrect budgeting of W-2 payments.

**PROCESS**

Alert 347 "CC Provider is in a FS Case" will be generated when a food stamp recipient is a licensed, certified, or provisionally certified child care provider as indicated in the Child Care Payment System (CCPS) supported by CARES. This alert will be generated once a month for cases with a FS recertification due within the next 30 days. However, if a case is in intake mode when the monthly job is run the alert will also be generated for that case.

Eligibility workers should use this alert to determine if self-employment exists for an individual and if self-employment income has been reported. The CCPS system will display authorizations and payments made to the provider, but it may not include all self-employment income received by that provider. A follow up contact should be made to verify the self-employment income.

Alert 348 "Person in Different W-2 Case" will be sent to food stamp workers to notify them that an individual within one of their food stamp cases was receiving W-2 benefits in a separate case in the previous month. Food stamp workers are required to check the W-2 payment amounts for these individuals and enter the correct amount of unearned income in the food stamp case. CARES already treats these food stamp cases as categorically eligible due to the W-2 participation of the individual.

In addition, FS cases will now be triggered to have eligibility automatically determined and confirmed at adverse action when W-2 has been confirmed but FS has not. This will help address the situation of the multiple worker model where separate workers must confirm W-2 and FS benefits.

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Note: Email contacts are preferred. Thank you.